

A stylized, light blue illustration of a plant with several leaves and small, round seed pods or buds, positioned on the left side of the slide.

# **ENGAGING YOUR PHA TO INCREASE ACCESS TO THEIR RESOURCES**

**CALIFORNIA COMMUNITY TRANSITION  
OCTOBER 8, 2014**

**PRESENTED BY:**

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# GOTO MEETING LOGISTICS

- JOIN THE MEETING AT:

[HTTPS://WWW1.GOTOMEETING.COM/REGISTER/562674864](https://www1.gotomeeting.com/register/562674864)

- DIAL IN VIA THE PHONE NUMBER ON THE SCREEN AND USE THE ACCESS CODE
- MAKE SURE TO USE THE AUDIO PIN (SHOWN AFTER YOU JOIN THE MEETING)
- MEETING WILL BE RECORDED



# **CCT HOUSING SPECIALIST/TRANSITION COORDINATORS TRAINING**

## **❖ SERIES OF 4 1-HOUR TRAININGS**

- 1. AFFORDABLE HOUSING DELIVERY SYSTEM**
- 2. FAIR HOUSING TOOLS: REASONABLE ACCOMMODATION AND REASONABLE MODIFICATION**
- 3. MULTIFAMILY AND LIHTC PROPERTIES**
- 4. ENGAGING YOUR PHA TO INCREASE ACCESS TO RESOURCES**



# OVERVIEW

❖ OVERVIEW OF THE HCV PROGRAM

❖ HOW DOES THE HCV PROGRAM WORK?

❖ HCV ACTIVITIES AND PEOPLE WITH DISABILITIES

❖ HCV PROJECT-BASED RENTAL ASSISTANCE

❖ WRAP UP AND NEXT STEPS





# **OVERVIEW OF THE HCV PROGRAM**



# HOUSING CHOICE VOUCHER (HCV) PROGRAM

- ❖ **LARGEST FEDERAL AFFORDABLE HOUSING PROGRAM**
- ❖ **OVER 2.1 MILLION HCVs NATIONWIDE**
- ❖ **OPERATED BY STATE AND LOCAL PUBLIC HOUSING AGENCIES (PHAs)**



# PUBLIC HOUSING AGENCIES

- ❖ **CREATED UNDER STATE LAW**
- ❖ **TYPICALLY A SEPARATE ENTITY FROM THE STATE OR LOCAL GOVERNMENT, BUT NOT ALWAYS**
- ❖ **GOVERNED BY AN ELECTED OR APPOINTED BOARD OF COMMISSIONERS- MANAGED BY EXECUTIVE DIRECTOR**
- ❖ **APPROXIMATELY 4000 NATION-WIDE (2400 ADMINISTER THE HOUSING CHOICE VOUCHER (HCV) PROGRAM**
- ❖ **ADMINISTER VARIOUS PROGRAMS INCLUDING HCV AND FEDERAL PUBLIC HOUSING**
- ❖ **SOME COMMUNITIES DO NOT HAVE A PHA**



# HOW THE HCV PROGRAM WORKS

- ❖ PHAS ARE ALLOCATED A CERTAIN NUMBER OF VOUCHERS THAT THEY HAVE TO MANAGE WITHIN A SPECIFIED BUDGET
- ❖ PHAS PROVIDE RENTAL ASSISTANCE TO LOW-INCOME AND VERY-LOW INCOME HOUSEHOLDS
- ❖ IN GENERAL, ELIGIBLE HOUSEHOLDS PAY 30-40% OF THEIR INCOME TOWARDS RENT AND THE HCV RENTAL ASSISTANCE PAYS THE DIFFERENCE BETWEEN THE TENANT PAYMENT AND THE RENT OF THE UNIT
- ❖ UNIT MUST BE OF GOOD QUALITY AND HAVE A REASONABLE RENT FOR THE COMMUNITY



**PHA ADMINISTERS THE  
PROGRAM AND  
ESTABLISHES LOCAL  
POLICES**

**SELECTS HCV HOUSEHOLD AND  
ISSUES VOUCHERS**

**PROVIDES RENT SUBSIDY TO  
OWNER**

**HOUSEHOLD  
(TENANT)**

Pays tenant  
share of rent  
to owner

**OWNER  
(LANDLORD)**



# WHO MAKES THE HCV RULES?

- ❖ CONGRESS MAKES HOUSING LAWS AND APPROPRIATES HCV FUNDS
- ❖ HUD DEVELOPS THE REGULATIONS THAT FORM THE BASIC FRAMEWORK FOR THE PROGRAM
- ❖ PHAS ESTABLISH DISCRETIONARY POLICIES THAT ADDRESS THE NEEDS WITHIN THE PHA'S JURISDICTION





# **HOW DOES THE HCV PROGRAM WORK?**



# HOW DOES THE HCV PROGRAM ACTUALLY WORK?

- ❖ HCV IS NOT AN ENTITLEMENT
- ❖ HOUSEHOLDS MUST APPLY TO THE PHA AND GET ON THE WAITING LIST
- ❖ ONCE A VOUCHER IS “ISSUED”, THE HOUSEHOLD MUST IDENTIFY HOUSING THAT CAN BE APPROVED UNDER THE HCV RULES
- ❖ THE HCV SUBSIDY IS PAID DIRECTLY TO THE OWNER BY THE PHA
- ❖ THE HCV HOUSEHOLD PAYS THEIR SHARE OF THE RENT (30% TO 40% OF THEIR INCOME) DIRECTLY TO THE OWNER



# HOW MUCH \$\$ DOES THE HCV SUBSIDY PROVIDE

THE HCV MONTHLY SUBSIDY IS CALCULATED AS FOLLOWS:

1. HUD PUBLISHES FAIR MARKET RENTS FOR “MODEST” RENTAL HOUSING BY LOCALITY
2. EACH PHA ESTABLISHES A HCV VOUCHER “PAYMENT STANDARD” WHICH IS BETWEEN 90%-110% OF THE FAIR MARKET RENT
3. THE HCV MONTHLY SUBSIDY IS THE DIFFERENCE BETWEEN 30% OF THE HOUSEHOLD’S MONTHLY ADJUSTED INCOME\* AND THE “PAYMENT STANDARD” IN #2 ABOVE



# EXAMPLE: STEP 1

❖ HUD PUBLISHES FAIR MARKET RENTS EACH YEAR (BASED ON SIZE AND LOCATION OF HOUSING)

❖ NEW FMRS PUBLISHED 10/01 EACH YEAR

❖ FISCAL YEAR 2013 ONE BEDROOM FMRS:

LOCATION	1-BEDROOM FMR
VISALIA	\$590
SANTA BARBARA	\$1190
REDDING	\$750
SAN FRANCISCO	\$1423



# EXAMPLE: STEP 2

❖ PHAS ESTABLISH VOUCHER PAYMENT STANDARD BETWEEN 90% AND 110% OF FMR

❖ ONE BEDROOM “PAYMENT STANDARD” BASED ON 110% OF FMR:

LOCATION FMR x 110%	PAYMENT STANDARD
VISALIA \$590 x 110%	\$649
SANTA BARBARA \$1190 x 110%	\$1309
REDDING \$750 x 110%	\$830.50
SAN FRANCISCO \$1423 x 110%	\$1565.3



# EXAMPLE: STEP 3

❖ CA 2012 SSI = \$854.40

❖ 30 PERCENT OF CA 2012 SSI = \$256.32

LOCALITY	VISALIA	SANTA BARBARA	REDDING	SAN FRANCISCO
PAYMENT STANDARD	\$649.00	\$1309.00	\$830.50	\$1565.30
30% SSI	\$256.32	\$256.32	\$256.32	\$256.32
HCV SUBSIDY	\$392.28	\$1052.88	\$574.18	\$1309.98

❖ HCV SUBSIDY + TENANT SHARE = MAXIMUM RENT FOR UNIT



# 40% LIMITATION

- PARTICIPANTS CAN NOT PAY OVER 40% OF ADJUSTED INCOME TOWARDS RENT AND UTILITIES AT INITIAL LEASE-UP AND ANYTIME THEY MOVE TO A NEW UNIT
- 40% OF CA 2012 SSI = \$341.76
- MAY PAY MORE THAN 40% ONLY FOR A RENT INCREASE IN A UNIT THAT PREVIOUSLY COST LESS THAN 40%



# EXAMPLE: STEP 4

❖ 40 PERCENT OF CA 2012 SSI = \$341.76

LOCALITY	VISALIA	SANTA BARBARA	REDDING	SAN FRANCISCO
MAX HCV SUBSIDY	\$392.38	\$1052.68	\$574.18	\$1309.98
40% SSI	\$341.79	\$341.76	\$341.76	\$341.76
MAX RENT FOR UNIT	\$734.14	\$1394.44	\$915.94	\$1651.71



# RENT REASONABLENESS

- ❖ PHAS MAY ONLY PAY RENTS FOR UNITS WHOSE RENT HAS BEEN DETERMINED TO BE REASONABLE WHEN COMPARED TO RENTS IN THE COMMUNITY
- ❖ LOCATION, QUALITY, SIZE, UNIT TYPE, AND AGE OF UNIT
- ❖ AMENITIES, HOUSING SERVICES, MAINTENANCE, AND UTILITIES THE OWNER MUST PROVIDE





# **HCV ACTIVITIES AND PEOPLE WITH DISABILITIES**



# REASONABLE ACCOMMODATION

- **FEDERAL FAIR HOUSING LAWS REQUIRE THAT PHAs MAKE REASONABLE ACCOMMODATIONS IN THEIR POLICIES, PROCEDURES, AND PROGRAMS TO ENSURE ACTIVE PARTICIPATION BY PEOPLE WITH DISABILITIES**  
*(9/24 WEBINAR)*



# OUTREACH

- ❖ PHAS ARE REQUIRED TO DO OUTREACH TO THE COMMUNITY TO:
  - ❖ ESTABLISH A NEW HCV WAITING LIST
  - ❖ TO ADD NAMES TO AN EXISTING HCV WAITING LIST
- ❖ PHAS ARE ALLOWED TO LIMIT OUTREACH TO THOSE HOUSEHOLDS THAT ARE POTENTIALLY ELIGIBLE FOR THE VOUCHERS
  - ❖ FOR EXAMPLE, PHAS COULD LIMIT OUTREACH TO THE DISABILITY COMMUNITY FOR VOUCHERS TARGETED TO PEOPLE WITH DISABILITIES



# OUTREACH

## ❖ OUTREACH

- ❖ NOTIFYING THE DISABILITY COMMUNITY BEFORE OPENING THE HCV WAITING LIST
- ❖ PROVIDING TRAINING ON THE HCV APPLICATION PROCESS TO THE DISABILITY COMMUNITY AND OTHER INTERESTED PARTIES



# BASIC ELIGIBILITY

- ❖ **ELIGIBILITY – INCOME BELOW 50% OF MEDIAN**
  - ❖ **SSI NATIONALLY IS UNDER 20%**
- ❖ **75% OF VOUCHERS MUST GO TO HOUSEHOLDS WITH INCOMES BELOW 30% OF MEDIAN INCOME**
- ❖ **VERIFICATION OF INCOME AND DISABILITY STATUS REQUIRED**
- ❖ **HCV ASSISTANCE IS NOT TIME LIMITED**
  - ❖ **ASSISTANCE IS CONTINUED UNTIL THE COST OF THE UNIT EQUALS THE HOUSEHOLD'S SHARE OF THE RENT, UNLESS ASSISTANCE IS TERMINATED FOR NON-COMPLIANCE WITH PROGRAM RULES**



# DEFINITION OF DISABLED HOUSEHOLD

- HEAD, SPOUSE, CO-HEAD, OR SOLE MEMBER IS PERSON WITH A DISABILITY
- DOES NOT INCLUDE THOSE HOUSEHOLDS IN WHICH A MINOR CHILD WITH DISABILITY IS THE ONLY DISABLED HOUSEHOLD MEMBER
- INCLUDES:
  - SINGLE INDIVIDUAL WITH A DISABILITY LIVING ALONE
  - A GROUP OF PERSONS CONSISTING OF 2 OR MORE UNRELATED ADULTS WITH DISABILITIES LIVING TOGETHER
  - ONE OR MORE UNRELATED ADULTS WITH DISABILITIES LIVING WITH ONE OR MORE LIVE-IN AIDES
  - A RELATED FAMILY WHERE THE HEAD OR SPOUSE IS DISABLED
  - TWO OR MORE RELATED ADULTS WITH DISABILITIES LIVING TOGETHER



# ACCEPTING APPLICATIONS

- ❖ PROVIDING APPLICATIONS IN BRAILLE, LARGE PRINT, AND ALTERNATIVE FORMATS
- ❖ PROVIDING ASSISTANCE TO COMPLETE THE APPLICATION
- ❖ ALLOWING APPLICATIONS TO BE DROPPED OFF BY A FRIEND, FAMILY MEMBER, ADVOCATE, ETC.
- ❖ ALLOWING APPLICATIONS TO BE MAILED OR FAXED
- ❖ VISITING THE APPLICANT'S HOME IN ORDER TO COMPLETE AN APPLICATION
- ❖ ALLOWING ADDITIONAL TIME TO SUBMIT AN APPLICATION
- ❖ ALLOWING SECONDARY CONTACT PERSON TO BE LISTED ON THE APPLICATION\*



# SCREENING CRITERIA

- PHAS CAN SCREEN APPLICANTS FOR:
  - EVICTION FROM PUBLIC HOUSING OR TERMINATION FROM HCV PROGRAM
  - RECENT DRUG RELATED OR VIOLENT CRIMINAL ACTIVITY
  - FRAUD IN A HUD PROGRAM
  - OWES \$\$ TO A PHA
  - PRIOR TENANT HISTORY
- MANDATORY LIFETIME BAN ON ASSISTANCE TO PERSONS CONVICTED OF MANUFACTURING METHAMPHETAMINES AND/OR REGISTERED SEX OFFENDERS



# SCREENING CRITERIA

- ❖ **HOWEVER, AS A REASONABLE ACCOMMODATION:**
  - ❖ **PHA MAY CONSIDER THE SEVERITY OF CRIME, EXTENT OF CULPABILITY, EVIDENCE OF REHABILITATION, MITIGATING CIRCUMSTANCES RELATED TO DISABILITY OF FAMILY MEMBER**
  - ❖ **ALLOW FOR EXTRA TIME TO GATHER DOCUMENTATION FOR VERIFICATION AND SCREENING PURPOSES**



# WAITING LIST

- ❖ PHAS ACCEPT APPLICATIONS TO CREATE THE WAITING LIST

- ❖ RANDOMLY ORDERED LIST = VIA LOTTERY OR

- ❖ CHRONOLOGICALLY ORDERED LIST = DATE AND TIME

- ❖ APPLICATION PROCESS MUST ACCOMMODATE PEOPLE WITH DISABILITIES

- ❖ ACCEPT APPLICATIONS VIA MAIL, BY PROXY, AT A PERSON'S HOME, OR AT ANOTHER MORE CONVENIENT PHA



# WAITING LIST PREFERENCES

- PHAS CAN ESTABLISH PREFERENCES THAT AFFECT THE ORDER OF THE WAITING LIST
  - PEOPLE WITH DISABILITIES
  - HOMELESS PEOPLE
  - RENT BURDENED
- PHAS CANNOT ESTABLISH A PREFERENCE FOR A SPECIFIC DISABILITY SUBGROUP



# WAITING LIST - UPDATES

- ❖ WAITING LISTS ARE UPDATED REGULARLY AND SOME NAMES ARE DELETED FROM THE LIST IF THE APPLICANT DOES NOT RESPOND IN A TIMELY MANNER
- ❖ SOMETIMES REFERRED TO AS “PURGING” THE WAITING LIST
- ❖ EXAMPLES OF REASONABLE ACCOMMODATION FOR PEOPLE WITH DISABILITIES INCLUDE:
  - ❖ HAVING APPLICATION RE-INSTATED TO THE WAITING LIST
  - ❖ REQUESTING WRITTEN DOCUMENTATION OF WAITING LIST STATUS
  - ❖ REQUESTING COPIES OF ALL CORRESPONDENCE BE SENT TO ADVOCATE/SERVICE PROVIDER/FAMILY MEMBER



# GETTING A VOUCHER

- ❖ APPLICANTS AT THE TOP OF THE WAITING LIST ARE “ISSUED” VOUCHERS AT AN HCV BRIEFING
- ❖ PEOPLE WITH DISABILITIES CAN REQUEST THAT A PERSON ACCOMPANY THEM TO A BRIEFING AS A REASONABLE ACCOMMODATION



# LOCATING HOUSING

- ❖ **VOUCHER HOLDERS CAN USE THE VOUCHER IN THE HOUSING THEY CURRENTLY LIVE IN OR SEARCH FOR NEW HOUSING**
- ❖ **HCV HOUSING MUST:**
  - ❖ **MEET HUD'S HOUSING QUALITY STANDARDS**
  - ❖ **HAVE A RENT THAT IS "REASONABLE" IN COMPARISON TO COMPARABLE HOUSING UNITS**
  - ❖ **UNITS WITH ACCESSIBILITY FEATURES MUST BE COMPARED TO OTHER UNITS WITH SIMILAR FEATURES**



# HOUSING SEARCH TIME

- ❖ PARTICIPANT IS GIVEN TIME TO SEARCH FOR APPROPRIATE HOUSING
  - ❖ USUALLY 60-120 DAYS
- ❖ PHAS CAN EXTEND HOUSING SEARCH TIME FOR PEOPLE WITH DISABILITIES
- ❖ PHAS MUST PROVIDE A LIST OF ACCESSIBLE UNITS IN THEIR JURISDICTION



# EXCEPTION RENTS AS A REASONABLE ACCOMMODATION

- PHA CAN APPROVE UP TO 120% OF FMR FOR AN INDIVIDUAL ON A CASE-BY-CASE BASIS
  - RECENT HUD GUIDANCE ALLOWS THIS
- HUD/HQ CAN APPROVE RENTS OVER 120% OF FMR FOR AN INDIVIDUAL ON A CASE-BY-CASE BASIS
- EXCEPTIONS FOR MODIFIED OR BARRIER-FREE UNITS



# VOUCHER SIZE

- ❖ **MOST PHAS ALLOW**

- ❖ **1 BEDROOM FOR 1-2 PERSONS**

- ❖ **ADDITIONAL BEDROOM(S) FOR PERSONS OF DIFFERENT SEX, AGE**

- ❖ **PHAS MUST PROVIDE FOR EXCEPTIONS AS REASONABLE ACCOMMODATION**

- ❖ **EXAMPLE: LIVE-IN AIDE**

- ❖ **EXAMPLE: MEDICAL EQUIPMENT**

- ❖ **PHA MAY ALSO PROVIDE EXCEPTION UTILITY ALLOWANCE AS A REASONABLE ACCOMMODATION**



# LIVE-IN AIDE

- ❖ **HOUSEHOLD MAY INCLUDE LIVE-IN AIDE(S) WHO ARE:**
  - ❖ **ESSENTIAL TO THE WELL-BEING OF AN ELDERLY OR DISABLED HOUSEHOLD MEMBER**
  - ❖ ***NOT* OBLIGATED FOR THE SUPPORT OF THE PERSON**
  - ❖ **WOULD NOT LIVE IN THE UNIT EXCEPT TO PROVIDE SERVICES**



# SPECIAL HOUSING TYPES

- ❖ PHAs *MUST* ALLOW THE USE OF SPECIAL HOUSING TYPES AS A REASONABLE ACCOMMODATION FOR A PERSON WITH A DISABILITY
- ❖ SHARED HOUSING
- ❖ GROUP HOMES
- ❖ CONGREGATE HOUSING
- ❖ SROs
- ❖ ASSISTED LIVING
- ❖ MANUFACTURED HOUSING
- ❖ PHAs *MUST* ALLOW AN HCV HOUSEHOLD TO RENT FROM A RELATIVE AS A REASONABLE ACCOMMODATION FOR A PERSON WITH A DISABILITY



# PORTABILITY

- ❖ **PORTABILITY ALLOWS ALL HCV FAMILIES TO USE THEIR VOUCHER TO LEASE A UNIT IN ANOTHER COMMUNITY (AS LONG AS THERE IS A PHA HCV PROGRAM THERE)**
- ❖ **PHAS CAN HAVE A POLICY THAT REQUIRES A NEW HCV FAMILY THAT RESIDED OUTSIDE OF THE PHA'S JURISDICTION WHEN THE VOUCHER WAS FIRST ISSUED TO LIVE WITHIN THE PHA'S JURISDICTION FOR A SPECIFIC AMOUNT OF TIME (NOT TO EXCEED A YEAR) BEFORE EXERCISING PORTABILITY**
- ❖ **AS A REASONABLE ACCOMMODATION A PERSON WITH A DISABILITY CAN REQUEST THAT THIS WAITING PERIOD BE WAIVED IF THE PORTABILITY RELATES TO THE PERSONS DISABILITY**



# VOUCHERS TARGETED TO PEOPLE WITH DISABILITIES

## ❖ NED VOUCHERS

- ❖ FOR NON-ELDERLY PEOPLE WITH DISABILITIES

- ❖ VOUCHERS AWARDED SINCE 1995 THROUGH VARIOUS PROGRAMS

## ❖ NED 2 VOUCHERS

- ❖ FOR NON-ELDERLY PEOPLE WITH DISABILITIES TRANSITIONING FROM NURSING HOMES AND OTHER RESTRICTIVE RESIDENTIAL SETTINGS

- ❖ 948 VOUCHERS AWARDED TO 28 PHAS

## ❖ MAINSTREAM 5-YEAR VOUCHERS

- ❖ FOR PEOPLE WITH DISABILITIES

- ❖ BOTH NON-PROFITS (38) AND PHAS ADMINISTER THESE VOUCHERS

- ❖ 14,000+ VOUCHERS AWARDED SINCE 1997



# HUD GUIDANCE

- ❖ HUD RECENTLY CLARIFIED THAT ALL NED VOUCHERS MUST REMAIN PERMANENTLY TARGETED TO NON-ELDERLY PEOPLE WITH DISABILITIES
- ❖ PIH NOTICE 2011-32
- ❖ TOOL FOR ENGAGING PHAS WITH NED VOUCHERS IN A DISCUSSION ABOUT HOW TO USE SOME OF THESE VOUCHERS FOR MFP PARTICIPANTS





## **WRAP UP AND NEXT STEPS**



# ENGAGING YOUR PHA

- ❖ TAKE A STRATEGIC/LONG TERM APPROACH
- ❖ DETERMINE KEY ACTORS
  - ❖ BOARD OF COMMISSIONERS
  - ❖ EXECUTIVE DIRECTOR
  - ❖ HCV/LEASED HOUSING DIRECTOR
- ❖ ATTEND BOARD MEETINGS AND SPEAK OUT
- ❖ HAVE GOOD NEEDS DATA AND REQUEST PHA DATA
- ❖ USE TOOLS IN THE FAIR HOUSING ACT AS LEVERAGE WITH PHA



# RECOMMENDED ACTION STEPS

- **ASSERTIVELY REACH OUT AND BEGIN A DIALOGUE WITH PHAs – DON'T TAKE NO FOR AN ANSWER!**
- **ASSESS PHA TRACK RECORD USING REAL DATA – BE PERSISTENT**
- **LEARN MORE ABOUT THE HCV PROGRAM AND HOW IT CAN BE USED TO ASSIST PEOPLE WITH DISABILITIES**
- **REQUEST REASONABLE ACCOMMODATION POLICIES**





**THANK YOU**

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